

**METROPOLITAN PUBLIC DEFENDER'S OFFICE
NASHVILLE & DAVIDSON COUNTY**
Invites Applications For The Position Of:
Legal Secretary 2 – Public Defender



An Equal Opportunity Employer
Non-Civil Service Position

SALARY: \$38,590.00 - \$50,166.70 Annually

ISSUE DATE: September 21, 2016

FINAL FILING DATE: October 4, 2016

JOB OBJECTIVE:

This is a non-Civil Service announcement. The Public Defender's Office represents individuals accused of committing crimes in Davidson County who cannot afford to hire a lawyer.

JOB DESCRIPTION:

Performing advanced secretarial and administrative duties in direct support of Assistant Public Defenders, and maintaining client and office files and records in a manner consistent with policies and practices.

Specific job responsibilities include:

- Opening, closing and maintaining case files (paper and electronic) consistent with Office practices and policies
- Preparing and maintaining weekly dockets for Criminal Court lawyers
- Preparing, proofreading, printing, mailing and/or filing legal pleadings and correspondence at the direction of supervising attorneys
- Preparing, proofreading, printing, mailing and/or filing legal pleadings and correspondence
- Transcribing various recordings as requested by attorney staff
- Operating various office machines and equipment, and filling in at the reception desk when needed
- Handling phone calls or in-person inquiries for attorneys as needed
- Scheduling and coordinating appointments/meetings for attorneys

EDUCATION AND EXPERIENCE:

High School Diploma and three (3) years of clerical/administrative experience in the legal field, or two (2) years of college and one (1) year of clerical experience in the legal field is **required**. Paralegal certification and experience is **preferred**, as is prior experience in a law firm or indigent legal services office. Applicants should have maturity; the ability to work independently, but also in a team; excellent customer service skills and experience dealing with the public; and good organizational skills.

IF YOU DO NOT MEET THE JOB REQUIREMENTS, PLEASE DO NOT APPLY. If you do not meet the criteria but apply anyway, your application will not be considered.

HOW TO APPLY

Applications (resume and cover letter) will ONLY be accepted by e-mail, and should be sent to Annette Crutchfield, Administrative Services Manager, at PD.Applicants@nashville.gov.

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

The Metropolitan Public Defender's Office is an Equal Opportunity Employer, and does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.



Requests for ADA accommodation should be directed to David.Sinor@nashville.gov or call (615) 862-6735.